

### Church Policy on First Aid

#### Part One: First Aid Policy Statement of Intent

1. The Church recognises and accepts its responsibilities for providing, so far as is reasonably practicable, a safe and healthy environment with a view to ensuring the health, safety and welfare of those who use the church premises. This responsibility includes ensuring the appropriate provision of first aid on the Church premises and in the conduct of its business.
2. As such, the Church shall establish and maintain sufficient first aid provision for its activities at all times.
3. The Church shall consult, where necessary, with all employees, leaders, helpers and volunteers on the implementation of any changes to this policy;
4. The Church shall ensure that adequate funds and resources are made available for carrying out this policy.

#### Part Two: Responsibilities for First Aid

5. Overall responsibility for First Aid within the premises and the operation of the business of Gorse Hill Baptist Church lies with:

**The First Aid Co-ordinator**

**At present, the Responsible Person for First Aid is Jonathan Murphy ACIEH**

6. All employees, leaders, helpers and volunteers will;
  - 6.1 Cooperate as far as is necessary with the Church in its efforts to meet its responsibilities under this policy and all relevant legislation
  - 6.2 Ensure that they shall not intentionally or recklessly neither interfere with nor misuse any item of First Aid equipment provided
  - 6.3 Fully co-operate with instructions given in relation to First Aid by the Church's appointed & trained First Aiders.
  - 6.4 Report to the Church's First Aid Co-ordinator and Health, Safety, & Environmental Health Co-ordinator, using the established channels, all accidents, incidents and near misses, and all damaged or defective first aid equipment as soon as is reasonably practicable

## Part Three: Arrangements for First Aid

7. For each activity undertaken in the course of Church business, either on or off Church Premises, a First Aid Risk Assessment shall be undertaken to establish the level of First Aid provision required, if any, to adequately control the risks the activity presents. .
8. All First Aid Risk Assessments shall consider all hazards posed by an activity, including, but not limited to; the nature of activities undertaken; the use of substances harmful to health; the age, health and number of participants; the time the activity takes place and the availability of emergency services and the First Aid equipment and resources present at the location of the activity.
9. All First Aid Risk Assessments shall be reviewed every two years, upon the incidence of an accident or near miss that involves or could have involved numerous casualties, a change in governing regulation, a significant change in the nature or timing of the activities involved or a significant change in the age, health and number of participants.
10. Responsibility for ensuring the conduct of First Aid Risk Assessments, and implementation of resulting control measures identified by such Risk Assessments, lies with:  
**The Activity Team Leader**
11. All employees, leaders, helpers and volunteers shall be trained on the contents of the First Aid Risk Assessment for all such activities that the employee, leader, helper or volunteer is reasonably likely to take part in, in order to understand the level of First Aid Provision that they, as workers for GHBC, should expect to be available.

Responsibility for training team members lies with:

**The Activity Team Leaders**

12. The Church shall establish & maintain suitable procedures for the handling of an incident resulting in casualties. These procedures shall be maintained within the Church's Business Continuity Plan/ Major Risk Assessment, and form part of the training for all persons exercising a position of responsibility within the life of the Church.

Responsibility for the Business Continuity Plan/ Major Risk Assessment lies with:

**The Administration Team Leader**

Responsibility for ensuring all responsible persons are trained on the contents of the Business Continuity Plan/ Major Risk Assessment lies with:

**The Administration Team Leader**

13. All Accidents, Incidents or Near Misses that result in, or that could have resulted in, casualties, shall be recorded in detail in the proscribed format and filed within the GHBC Compliance Diary. Responsibility for this record keeping lies with:

**The Activity Team Leader or Senior Person on Duty**

14. All such Accident, Incident or Near Miss records shall be reviewed weekly to identify any new or previously unknown hazards, and establish control measures for them.  
Responsibility for this process lies with:

**The Health, Safety & Environmental Health Officer (HSEHO)**

15. The Church shall provide and maintain appropriate and sufficient First Aid equipment and training in the use of such equipment to appropriate persons. All First Aid Kits & Equipment

shall be compliant with British Standard BS8599-1. Responsibility for providing and maintaining First Aid Equipment, including weekly checks and restocking lies with:  
**The First Aid Co-ordinator**

16. Such First Aid Equipment shall be placed in appropriate positions with regard given to the safety of its location, conspicuous positioning and proximity to the area in which it would most likely be needed.

**The Current Location of the First Aid Equipment, clearly marked is: (1) Main Office under reception desk, (2) Main Kitchen and (3) Upstairs Kitchenette**

17. All visitors to the main site that are left unsupervised (e.g. contractors) shall be made aware upon arrival of the current provision for First Aid within the premises. Responsibility for Contractors lies with: **The Facilities Team Leader**
18. Should any person within the life of the church become aware of a regular user of Church facilities and services who may need additional First Aid provision due to underlying health conditions, they shall make this known to the relevant activity leaders and the First Aid Co-ordinator, who shall update the activity First Aid Risk Assessment as appropriate and ensure all relevant volunteers are updated.
19. All relevant medical information gathered about activity participants should be stored securely but made available to First Aiders on duty (if the need for such is identified in the Activity First Aid Risk Assessment). Medical Information gathered in relation to regular attendees should be considered when conducting First Aid Risk Assessments.

This Policy should be reviewed annually or where required by significant changes to Church practices or circumstances by the HSEHO

This policy was adopted by a resolution of the Gorse Hill Baptist Church Diaconate at a Meeting held on **Thursday 9<sup>th</sup> July 2020**.